

SAMPLE A: EXAMPLE BLANKET PURCHASE ORDER 715-N1

**NON-AUTOMATED CONTRACT
PURCHASE ORDER**

08320

VENDOR #

**Texas Comptroller of Public Accounts
PO BOX 13186, AUSTIN, TX 78711**ON ALL PAPERS
AND PACKAGES
SHOW THIS NO.BAKER & TAYLOR

Contractor & Shipper

ACCOUNTING SERVICE

Address

2550 WEST TYVOLA SUITE 300

City

CHARLOTTE, NC 28217

All items must meet all applicable OSHA standards & regulations, and bear the appropriate listing from UL, FMRC or NEMA.

STATE SALES TAX EXEMPTION CERTIFICATE:

The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

SIGN HERE

Authorized Signature

ACCOUNTING INFO HERE

Agency Accounting Information

REQUISITION NO. M1234-8-1 (Acct #-FY-Order #)DATE 09/13/07

Agency Invoice Address

Library NamePO Box 1234Anytown, TX 78711

Agency Destination Address

Library Name1234 Any StreetAnytown, TX 78711

ITEM	ZONE	QUANTITY	CATALOG UNIT PRICE	EXTENSION
1.	CPA Contract 715-N1 715-10-73 CATEGORY 12 JUVENILE TRADE HARD COVER, NON-FICTION, Discount 40% The pricing reflected on this order includes the 715-N1 contractual discounts of 40% and cataloging services	1 Lot	\$5,000.00	\$5,000.00
2.	715-05-43 Category 6, Spoke Word Audio CD – Unabridged prerecorded, Commercially Produced for General Audiences. The pricing reflected on this order includes the 715-N1 contractual discounts of 34%	1 Lot	\$2,000.00	\$2,000.00
	TOTAL			\$7,000.00
	Blanket Order – Period Covered: From: 09/13/07 To: 09/12/08 CO-OP Number: M1234			
	Ordering Entity Contact Name/Phone No:			